

JOB SUMMARY

Provides personal assistance and support within the community and home to vulnerable children and their families living in their homes.

JOB EXPECTATIONS (Essential Functions, Specific Duties and Responsibilities)

1. Participate with Support Services Team Lead and other staff in the care planning and goal setting for the growth and development of vulnerable individuals served.
2. Provide personal support services to persons served in accordance with relevant Recipient Rights and Department of Human Services Child Protective Services' guidelines. Services include but are not limited to, improving social interactions and internal controls by instilling positive behaviors and increasing resiliency factors that should reduce risk factors. Remind, observe, reward, and monitor pro-social behaviors.
3. Provide personal health care services including but not limited to: Non-medical care (i.e., not requiring nurse or physician intervention), transportation (excluding to and from medical appointments) from the beneficiary's home to community activities, and from the community activity back to the beneficiary's residence, administering medications.
4. Assist individuals with activities and skill development in daily living while preserving their health and safety, including but not limited to, household tasks, communication skills, participating in regular community activities and recreation opportunities (attending classes, movies, concerts, and events in a park, volunteering, etc.) Assist the family in relating to and caring for their child; attend medical appointments; acquire or procure goods other than those listed as shopping and non-medical services.
5. Complete all required documentation for services performed while working with individuals served.
6. Participate in coordination of care with service providers involved with the individual, as allowed by release of information.
7. Work independently between sites and cooperatively with other staff to assure quality of services for each individual.
8. Encourage and participate in cooperative working relationships.
9. Report all recipient/guardian complaints and problems to supervisor. Participate in all Recipient Rights and Child Protective Services investigations.
10. Follow established safety, fire prevention, sanitation, smoking regulations, universal precautions, follow and enforce proper lifting procedures, and use all equipment and supplies in a safe and efficient manner.

JOB QUALIFICATIONS

EDUCATION, TRAINING and LICENSURE/CERTIFICATIONS

- Associate degree in human services or child development preferred.
- Lived Experiences with behavioral health and/or developmental disability issues are desired.

EXPERIENCE

- One year direct care experience working with individuals with developmental disabilities, mental illness, and/or children in residential setting, preferred.

KNOWLEDGE, SKILLS, and ABILITIES

- Maintain current knowledge or and act in accordance with relevant Recipient Rights and Department of Human Services Child Protective Services guidelines.
- Ability to work with compassion and sensitivity to meet the needs of persons with varying degrees of behavioral health or developmental disabilities.
- Ability to apply commonsense understanding to carry out detailed written or oral instructions.
- Ability to read, speak and write English.
- Ability to work independently with minimal supervision.
- Effective oral and written communication skills; ability to document accurately and completely with legible handwriting; ability to write simple and complex sentences with proper use of grammar and word order.

- Ability to add, subtract, and multiply.
- Ability to pass competency examination.
- Ability to use basic computer applications.
- Ability to lift and carry small children.
- Valid unrestricted driver's license with reliable ongoing personal transportation suitable for transporting persons served; current proof of automobile insurance.
- May be required to work extended hours.

HOW TO APPLY

Visit www.samaritas.org and click on "Careers" along the top. Choose External Job Postings, then in the search function type in "Kalamazoo." From there, click on the Support Services Care Provider.

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